

REASON FOR THIS POSITION		
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER

POSITION DESCRIPTION COVER SHEET

RECOMMENDED

4. TITLE	5. PAY PLAN	6. SERIES	7. GRADE
8. WORKING TITLE			9. INCUMBENT (Optional)

OFFICIAL

10. TITLE	Microbiologist
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11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER
GS	403	31	09	MONTH/DAY/YEAR 4/22/2002	YES NO	MS

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1 st	5th
2 nd	6th
3 rd	7th
4 th	8th

SUPERVISOR'S CERTIFICATION

I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.

19. Supervisor's Signature	20. Date	22. Second Level Supervisor's Signature	23. Date
21. Supervisor's Name and Title		24. Second Level Supervisor's Name and Title	

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required			6. Personal Contacts		
2. Supervisory Controls			7. Purpose of Contacts		
3. Guidelines			8. Physical Demands		
4. Complexity			9. Work Environment		
5. Scope and Effect			27. TOTAL POINTS		27.
Grade based on GS Position Class. Std. for Microbiology Series, GS-403 (TS-43) dtd 12/62.				28. GRADE	28. GS-9

CLASSIFICATION CERTIFICATION

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

29. Signature /S/ MARILYN STETKA	30. Date 4/22/2002
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)	

32. Remarks: FLSA: E Nonsensitive/low risk FPL: GS-11 Standard Job #403-09	33. OPM CERTIFICATION NUMBER
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MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1) A/C/D/I/R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 09	6. IP NO. (8)
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B. MASTER RECORD

1. PAY GS	2. OCC.SER (4) 0403	3. OCC FUNC. 31	4. OFF. TITLE CD 0001	5. OFF. TITLE (38) MICRBIOL							
6. HQ.FLD.CD. (1) 1=HQ 2=FLD		7. SUP.CD. (1) 8 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA 5=Mgmt. CSRA 6= Leader LGEG 8=All Others		8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA		9. INTERDIS. CD. (1) N=NO Y=Interdis		10. DT. CLASS (6) MO DA YEAR 04 22 2002			
11. EARLY RET. CD. (1) 1=Primary 2=Secondary		3=Foreign Svc. Blank=NA		12. INACT/ACT (1) A I=Inactive A=Active		13. DT. ABOL. (6) MO DAY YEAR		14. DT. INACT/REACT (6) MO DAY YEAR		15. AGCY. USE (10)	
16. INTERDIS. SER. (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)											
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)											

C. INDIVIDUAL POSITION

1. FLSA CD. (1) E E=Exempt N=Nonexempt		2. FIN. DIS. REQ. (1) 0 0=None 1=CD 219 3=SF 278 4=AD 392		3. POS. SCHED. (1) A A=Sched A B=Sched B		4. POS. SENS. (1) 1N 0=Nonsensitive 1=Noncritical		5. COMP. LEV. (4) 09							
6. WK. TITLE CD. (4)		7. WK TITLE (38)													
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th		9. VAC. REV. CD. (1) 0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE													
10. TARGET GD. (2)		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes		13. DUTY STATION (9) State (2) City(4) Count 3		14. BUS. CD. (4)		15. DT. LST. AUDIT (6) MO DAY YEAR		16. PAS. IND. (1) Blank=N/A 1=PAS		17. DATE EST. (6) MO DAY YEAR 4 22 02	
18. GD. BASIS. IND. (1) N 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG 4=Sup./Program 5=RGEG 6=Policy Analysis GEG 7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use		19. DT. REQ. REC. (6) MO DAY YEAR		20. NTE. DT. (6) MO DAY YEAR		21. POS. ST. BUD(1) Y=Perm N=Other									
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)															
Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev.			Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev.			Results 1=No Action Req. 2=Minor PD Change 3=New PD Req.			5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade			9=Other			
23. DT. EMP. ASGN. (6) MO DAY YEAR		24. DT. ABOL. (6) MO DAY YEAR		25. INACT/ACT (1) A 1=Inact. 2=Act.		26. DT. INACT/REACT (6) MO DAY YEAR		27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)		29. AGCY. USE (8)			
30. CLASSIFIER'S SIGNATURE								31. DATE							
32. REMARKS Standard Job #403-09															

A. Major Duties

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following:

Performs a range of experiments which are designed to provide answers for the specific research problem areas.

Plans and carries out individual experiments within prescribed approaches.

Devises and recommends alternative methods of standardized analysis to solve problems.

Performs tests and analyses by applying established analytical methods and procedures or by operating an automated analytical system according to established operating procedures.

Devises, recommends and, with the supervisor's approval, modifies methods that are needed to obtain the information requested.

Reviews pertinent scientific literature and selects methods and procedures most appropriate for the research goals, including modifying protocols when necessary to optimize the collection of usable data.

Maintains equipment and instrumentation in top working condition, performing routine preventative maintenance and minor repairs, and promptly reporting signs of malfunction or need for major repairs.

Maintains official laboratory notebooks recording the methods and procedures used, any modifications of methodology applied, and the results.

Prepares results of findings from experiments conducted, including initial interpretation of significance to the overall project, for inclusion in manuscripts, technical reports, oral presentations, and progress reports.

B. Evaluation Factors

1. Knowledge Required by the Position

A professional knowledge of microbiological and chemical principles, theories, and practices.

Knowledge of biological and physical sciences including microbiology to independently perform recurring tests and analyses, evaluate methodologies, and make minor modifications of procedures and protocols related to the assigned duties.

Knowledge of the theories and principles of statistics to choose appropriate statistical analyses and interpret data.

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Skill in calibrating and operating specialized microbiological and chemical laboratory equipment.

Ability to recognize the significance of unexpected results, and make minor modifications to insure validity of testing and data.

Ability to use a high degree of judgment.

2. Supervisory Controls

Work is assigned indicating the general objectives of the experiment, the nature of the analyses or measurements to be made, and priorities. Incumbent plans and carries out experiments independently to obtain the required data and solves problems according to instructions, previous training and accepted principles. Work methods involved in implementing new procedures are discussed and completed work is reviewed periodically to see that it generally conforms to established policies and procedures and ascertain that it is technically accurate.

3. Guidelines

Guidelines include established methodology, manuals, technical references, and precedent investigations. A high degree of judgment is required in selecting the most appropriate guides and references to apply to each problem. Significant deviations from guidelines are referred to senior researchers for recommended action. The incumbent must then evaluate new methods and make adaptations or modifications to solve specific problems or meet objectives.

4. Complexity

Assignments involve a variety of limited, unrelated research tasks. Judgment and initiative are required in planning details of work, deciding how to collect and present results, determining methods and techniques to use, and making minor modifications. The incumbent must consider various factors such as the biological, chemical and physical properties of the sample, the information sought, and the expected composition and properties of the substances in order to select from established alternatives the appropriate procedures to be adapted and applied.

5. Scope and Effect

The purpose of the work is to conduct experiments and analyses, and develop new methodologies which will contribute to an understanding of biological processes which are important in specific research problem areas. The results of the work affect the scientific adequacy and accuracy of the research project and the research reputation of the organization.

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6. Personal Contacts

Personal contacts are principally with scientists within the immediate work unit or other laboratories within the location. Occasionally, contacts with scientists outside the location may be needed.

7. Purpose of Contacts

Contacts are for the purpose of obtaining, clarifying, or exchanging information regarding theoretical and problematic solutions to the experimental designs and methods, plan and coordinate the work, receive instructions, and report progress and results of work.

8. Physical Demands

The work sometimes requires standing for prolonged periods of time.

9. Work Environment

Work is performed primarily in a laboratory. Incumbent is exposed to irritant chemicals on an irregular basis; on such occasions, special safety precautions are required and the microbiologist uses protective clothing and gear such as laboratory coat, safety glasses and gloves.

C. Other Considerations (Check if applicable)

- Supervisory Responsibilities (EEO Statement)
- Training Activities - Career Intern, Student Career Experience Program
- Motor Vehicle or Commercial Driver's License Required
- Pesticide Applicators License Required
- Safety/Radiological Safety Collateral Duties
- EEO Collateral Duties
- Drug Test Required
- Vaccine(s) Required
- Financial Disclosure Required
- Special Physical Requirements/Demands
- Other: _____